

Module 13 – Email Communications

You can find out the status of a case in several ways. You can check the 'Filing Status' option from your e-Flex home page or you can check your email. You will receive email notifications when you perform various actions. It is your responsibility to read these communications to keep up with activity on the case. If you do not receive email notifications for some reason, contact the helpdesk at the Court.

The email address(es) associated with the e-Flex login account that is used to submit the filing will be the email address(es) where the emails will be sent.

User Profile

MIKE REED

User Name: MIKEREED
Organization: ATLANTIC REALTY MANAGEMENT LLC
Bar/FA Number: FA9000
Contexte Id:
Phone: (302) 323-5369
Fax: (302) 323-5678
Email: MIKEREED@HOTMAIL.COM
1st Alternate Email: SHAREDACCOUNT@HOTMAIL.COM
2nd Alternate Email:
Address: 31052 SHADY ACRES LANE
LAUREL, DE 19956
US
Roles: Agent
Date Approved: Not Available
Expiration Date:

[Modify User Profile](#) [Change Password](#)

When you submit a filing you will get an email with a subject that starts with "Received Notice" which will indicate to you that the Court received your filing.

Inbox 39 ☐ Focused ☐ Other [Filter](#)

Junk Email

Drafts

Sent Items

Deleted Items 19

Archive

Conversation Hi...

[New folder](#)

October

DeCourts-efiling-train@state.d. **Received Notice: Your filing, Re...** Thu 11/1

DeCourts-efiling-train@state.d. **Accepted Notice: Your filing, Re: D...** Tue 10/30

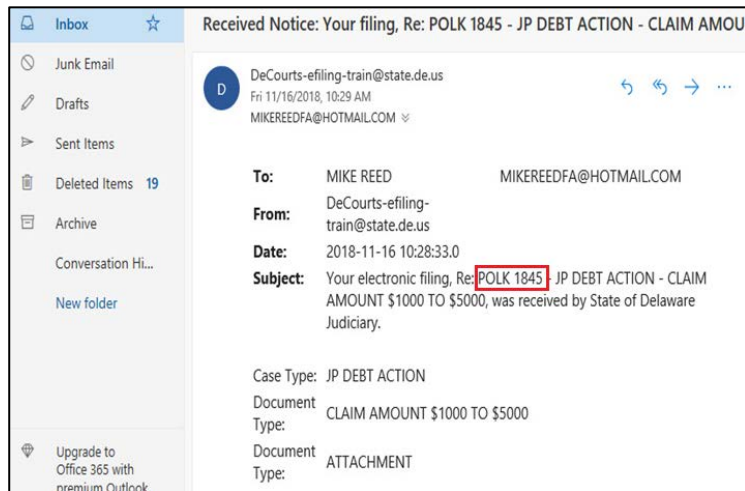
DeCourts-efiling-train@state.d. **Received Notice: Your filing, Re...** Tue 10/30

DeCourts-efiling-train@state.d. **Received Notice: Your filing, Re...** Tue 10/30

DeCourts-efiling-train@state.d. **Courtesy NEF RE JP13-18-000329** Tue 10/30

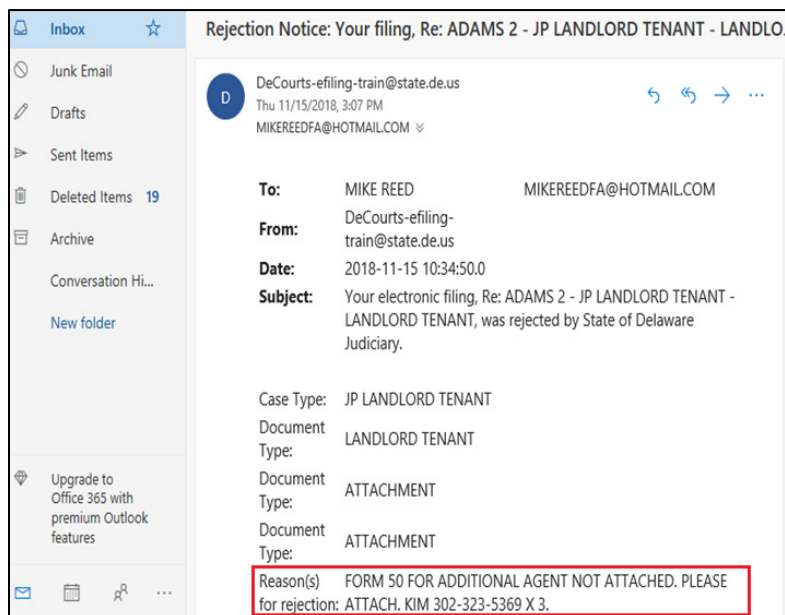
If it is a new filing and you entered a 'Filer Ref Number' when you created the case, that will help you identify what filing the notice is for. If you did not enter a 'Filer Ref Number', the notice will reference a system generated 'Filer ID'. If it is a filing on an existing case, it will show the case number.

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You will get another email when your filing is accepted by the Court. The subject will start with “Accepted Notice”.

If your filing is rejected, you will get an email with a subject starting with “Rejection Notice”. It will contain the reason for rejection.



For other activity on a case you might receive emails that have a subject starting with “Courtesy NEF RE:”.

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IMPORTANT NOTES:

If you remove the name of the agent or attorney who is logged in to e-Flex from the filing, no one will receive emails.

Home eFile Cases My Profile Log Out user: MIKE REED

Draft Filings » Add a Document » Case Initiation » Plaintiff

Edit Plaintiff: JP DEBT ACTION

Plaintiff

Company ☒ Person ☐

Contexte Id: @62201

Party Type: PLAINTIFF

Name Prefix:

First Name:

Middle Name:

Add an Attorney for this Party

Last Name: Bar/FA #: Type: ATTORNEY FOR PLAINTIFF

Add

Last Name	Bar/FA #	Type	Delete
REED	FA9000	AGENT	X

Also, if the attorney or agent who originally filed a case has left your company, they will continue to receive emails on that case until someone removes them from the case and substitutes someone else.